

# **PROGRESSIVE CONTRACTING, INC.**

## **SAFETY POLICY**

## **Corporate Safety Policies and Procedures**

Many companies involved in construction have written safety plans for individual safety topics, but few have an umbrella plan to summarize overall safety. This safety policy states PROGRESSIVE CONTRACTING INC.'s overall view of safety and the tenets of the safety program for our various construction sites.

In order to establish and organize good safety policies and procedures, this General Safety Policies and Procedures Written Plan summarizes information regarding safety policies and procedures at this company. George Dahl, Safety Director, is responsible for implementing and updating this plan. The plan is kept at P.C.I. Corporate Office on Hilton Drive.

### **General Company Safety Philosophy Statement**

This general company safety philosophy has been developed to reflect and communicate the proactive safety attitude maintained at this company.

The company will comply with appropriate safety and security laws and regulations such as those established by:

- The Occupational Safety and Health Act (OSHA),
- The EPA (Environmental Protection Agency),
- The DOT (Department of Transportation), and
- All other applicable federal, state, and local safety and health regulations.

In addition, our corporate safety philosophy includes the following vision statements:

- We believe that the safety of employees is of utmost importance, along with quality, production, and cost-control. Maintenance of safe operating procedures at all times is of both monetary and human value, with the human value being far greater to the employer, the employee, and the community. The following principles support this philosophy:
  - All injuries and accidents are preventable through establishment and compliance with safe work procedures.
  - The prevention of bodily injury and safeguarding of health are the first considerations in all workplace actions and are the responsibility of every employee at every level.
  - Written safety plans describing the safe work practices and procedures to be practiced in all workplace actions are an essential element of the overall workplace safety program. All employees at every level are responsible for knowing and following the safety practices described in the written safety plans.
  - Off the job, all employees should be similarly safe and demonstrate awareness of potential hazards.

### **Types of Written Safety Plans In Place**

Because we care about our employees and strive to provide a safe work place, we have put into place a number of written safety plans. These written plans provide guidance and direction for the safety issues they cover. The topics covered in written safety plans at this company include the following:

Blood Pathogens, Electrical Safety, Emergency response, Excavation procedures, Fire Prevention, Environment procedures ie; Gas vapors, dust mists, Hazard Assessment, Clearing conservation, House keeping, Personal Protective Equipment, Procedures for use of Respirators, Confined Space entry, and Contractor Safety..

### **Employer/Employee Responsibilities**

This section lists responsibilities of employers and employees. These responsibilities are to be taken seriously at all times.

It is the policy of this company to provide a place of employment reasonably free from hazards which may cause illness, injury, or death to associates. It is also this company's policy to establish an effective and continuous safety program incorporating educational and monitoring procedures maintained to teach safety, correct deficiencies, and provide a safe, clean working environment. All company supervisors, managers, directors, and officers are responsible for the enforcement of safety policies and practices. They must ensure that:

- Their staff members are trained in appropriate safety procedures, including chemical-specific training as required. Individual safety files are maintained in Personnel for all associates.
- They notify the Safety & Security Manager, and complete the necessary forms if an accident or work-related health problem occurs in their department.
- Equipment and property within their area of responsibility is maintained in a safe, hazard-free condition.

All employees have a responsibility to themselves and to the company for their safety and the safety of the coworkers. All employees are required to:

- Comply with all federal, state, and local rules and regulations relevant to their work.
- Observe all company rules and regulations related to the efficient and safe performance of their work.
- Integrate safety into each job function and live by this philosophy in the performance of job duties.
- Report or correct unsafe equipment and practices.
- Report any accidents that occur while on the job.

### **Disciplinary Policy**

All safety rules, procedures, and plans in effect at this company are intended to be followed. Upon violation of any company safety rule, the violating employee will be penalized. The list of possible disciplinary actions includes:

Verbal reprimand:

An informal discussion of the incorrect behavior that should take place as soon as possible after the supervisor has knowledge of the safety misconduct.

Written reprimand:

A written form documenting the safety misconduct, to be presented to the employee and placed in the employee's personnel file.

Probation:

A trial period during which the employee is given specific rules and goals to meet, during which, if he or she cannot meet the rules and goals, he or she is subject to termination.

Suspension:

A period of time during which the employee is debarred from the function of attending work and during which the employee is not paid.

Dismissal/termination of employment:

The permanent separation of an employee from the company, initiated for disciplinary reasons, safety misconduct.

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## INTRODUCTION

The management of Progressive Contractors Inc., recognizes that safety and efficiency of operations go hand in hand and that it cannot operate competitively without making a major effort to control all events that might lead to personal injuries, damage to property, or equipment.

All of us must understand that protection of the health and well being of our employees and the public shall be our paramount concern followed by the prevention of damage to property and equipment.

Safety is important to our company. As a member of the Progressive Contracting inc., team, you will be expected to comply and cooperate with the program outlined in this manual.

### SAFETY GOALS

We shall make every effort to achieve the following goals of our Safety Program:

1. Prevent injury or loss of life to all persons.
2. Prevent damage to property of others.
3. Prevent damage, loss, or abuse to company-owned property and equipment.
4. Comply with all applicable legal requirements.

### SAFETY POLICY

It shall be the policy of Progressive Contracting Inc., to conduct all work in such a reasonable and prudent manner that these goals will be met.

## COOPERATION AND PARTICIPATION OF EMPLOYEES

It should be pointed out that the network of organization and placement of responsibility adopted in this manual is intended as a framework within which all levels of management have freedom to custom fit a safety program to their individual project, work, or job so that their particular needs are satisfied.

We are not interested in establishing records alone. We are interested in reducing, to an absolute minimum, the accident that cause pain and suffering to people and loss or damage to property and equipment.

We will expect all employees of Progressive Contracting Inc., to cooperate and participate in this program.

We will expect all levels of management to give considerable thought to accident prevention and to make a sincere, whole-hearted effort to meet our goals. Should you encounter situations that you cannot solve we will expect you to ask for assistance.

## RESPONSIBILITY OF FOREMEN

The foreman of each individual crew (or master mechanic, etc., as the case may be) shall be responsible for safety and accident prevention activities of his crew.

He shall:

1. Instruct new employees in the applicable operating and safety rules of his particular crew.
2. Obtain, distribute, and maintain personal protective equipment when necessary (hard hats, goggles, respirators, gloves, boots, etc.).
3. Determine that each employee is qualified and able to perform the work.
4. Conduct a safety meeting with his entire crew at least once each week.
5. Determine that his crew is following prescribed rules and methods.
6. Provide necessary protection to employees, public, and equipment from hazardous situations or conditions that arise.
7. Investigate and complete a record on all injuries or damages of any nature that results from his operation.
8. Request help and assistance from his immediate supervisor whenever necessary to properly carry out effective safety and accident prevention activities.
9. Report immediately all injuries, damages or losses to his supervisor and arrange for any first-aid medical care or prevention of further injuries or damages as necessary.

The following amplify the above-listed nine basic areas of foreman responsibility.

1. Two sets of safety rules apply to each and every crew. They are:

A. General rules that apply to everyone employed by the company at all times, and at all locations. These are found in Section 9 of this manual.

Operating rules that apply to a particular project or job and the various crews on that job.



You, as a Foreman, should assist your immediate supervisor in drawing up these operating rules as they apply to your crew or operation. You are responsible to be thoroughly familiar with all the rules and make doubly sure each member of your crew is familiar with them.

2. You are responsible to determine when special protective equipment is necessary (except for hard hats which are mandatory at all times) for your crew. Request the equipment from your immediate supervisor, distribute it to the employees needing it, make sure that it is used properly and taken care of, then return it to storage when the need stops. You should be on constant alert for the need for the type of equipment to prevent injuries.

3. You are the principal person to determine whether or not each member of your crew is able to do the job for which he was hired. It is very important that only qualified people are hired and that those that are hired perform their job in a safe and satisfactory manner. For further details on this, reach Section 14.

4. You are responsible to conduct a safety meeting with your crew at least once each week, and more often if necessary. The meeting must:

- A. Include everyone in your crew without exception.
- B. Be directed specifically to the hazards and job situations faced by your crew.
- C. Be brief -- ten to twenty minutes is ideal.
- D. Record minutes of safety meetings. You should, in your meetings, discuss safety rules and their violations; job hazards or situations your crew is facing or will encounter; car, maintenance, and use of equipment; use of personal protective gear; previous accidents, injuries, or near misses.

Additional information and material for your meetings will be furnished by the Safety Director and the Insurance companies.

5. Once the general and operating rules have been explained to and learned by each of your crew, you should constantly be alert for violations and constantly observe to make sure that the rules are being followed and proper work methods used.

6. Immediately correct the unexpected situation that arises or would be hazardous to employees, the public, or equipment. For examples: rolling boulders that might endanger men, equipment, or public traffic on a highway; rocks and debris spilled on a highway; flood threat to equipment parked in a river bottom; traffic control signs that have fallen over or become unreadable; smashed or broken flashers or barricades; missing flagmen; etc. These and many other situations must be corrected immediately on the spot without hesitation, at least until more permanent solutions can be found. Correct the situation to prevent injury or damage, then report it immediately to your supervisor. Be alert to these conditions.

7. As a foreman, you are responsible for the activities of your particular crew, you are also directly responsible for the initial reporting of injuries or damages that occur to or are caused by your crew. The accident report is not to place blame on any individual, but: (1) to determine exactly how the accident occurred so that similar situations can be avoided; (2) to provide factual claims information for either the payment or denial of the claim; and (3) to provide proper legal defense, if necessary for both the company and the employees involved. You may have a personal stake in any legal action so make sure all the facts are in your report. For further information on reporting, read Section 12.

8. The safety activities of Progressive Contracting Inc. are a team effort involving all employees and management. If you should encounter problems that you cannot solve alone, or situations that you cannot remedy by yourself you should, without hesitation, request help and advice from your supervisor. If he cannot help you directly, he can obtain the necessary help from other sources such as the company Safety Director, or State or Federal Safety people.

9. If an accident occurs, take immediate action to prevent further injuries or damages and see that all injured persons receive proper medical care. Hospital and medical care, first aid, and ambulance service will be arranged and planned for in advance. For further information, read Sections 10, 11, and 12.

## RESPONSIBILITY OF SHIFT OR CRAFT SUPERINTENDENT

The shift or craft superintendent, as the case may be, shall be responsible for the safety and accident prevention activities of each of the foremen and crews under his supervision.

He shall:

1. Determine that each of his foremen is familiar with the safety rules and procedures of the project.
2. Determine that all safety rules and accident prevention activities are being carried out by his foreman.
3. Meet collectively with his foremen as often as is necessary, but not less than twice each month, to discuss accidents, injuries, damages or losses that have occurred and to determine new rules, procedures or corrective measure necessary to prevent similar occurrences in the future.
4. Make a constant effort to foresee, plan for, and correct hazardous conditions or situations that may arise.
5. Request help and assistance from his immediate supervisor whenever necessary to properly carry out effective safety and accident prevention activities.
6. Report immediately, all injuries, damages or losses to his supervisor and arrange for any first-aid medical care or prevention of further injuries or damages as necessary.

Note: In the event the project organization does not provide for a shift or craft superintendent, then these responsibilities become additional responsibilities of the general superintendent or project manager.

The following amplify the six basic areas of craft superintendent responsibility:

1. Two sets of safety rules apply to each and every crew. These are:
  - A. General rules that apply to everyone employed by the company at all times and all locations, are found in Section 9 of this manual.
  - B. Operating rules that apply to a particular project or job and the various crews on that job.

You, as a shift or craft superintendent, should participate and assist in drawing up these operating rules with your foreman and your project manager.

You are responsible not only to help develop the rules, but to assure yourself that each foreman is familiar with the adopted rules and procedures. And, in turn, that each employee is made familiar with the rules through his foreman.

2. As a Superintendent, your principal function is to supervise people under your jurisdiction. This means that you are charged to see that the work is performed in the manner prescribed by the project manager and in compliance with this manual. It is vitally important to Progressive Contracting Inc., that safety rules are obeyed and accident prevention activities carried out. It is your responsibility to see that this is done.

3. To effectively control injuries, damages, and losses that occur in your crews it is necessary to know the what, when, how, where and why of these events, and then to discuss these events with your foreman in an effort to determine what action is necessary to prevent similar occurrences in the future. The meeting must include every foreman under your jurisdiction.

You should:

- A. Have knowledge of every injury, damage or loss that has occurred under your supervision since your last foremen's meeting.
- B. Review in the meeting with your foremen all rules, procedures, action, or recommendations from the last meeting that are not being complied with.
- C. Have each foreman give the facts on each injury, damage, or loss that has occurred to or by his crew since the last meeting.
- D. Have the foreman explain the corrective action he has taken to prevent similar occurrences in the future.
- E. Ask the other foremen for suggestions or ideas.
- F. Resolve and agree on each recommendation or rule change made at the meeting. Avoid postponing the decisions.
- G. Ask for suggestions, recommendations, or ideas on job safety not already discussed.

- H. Make known your observations or instructions on compliance with rules and accident prevention activities.
- I. Keep the meeting brief and to the point. Don't permit general "bull" sessions.

4. Observation and planning are two of the most important functions of effective supervision. By having knowledge of the work to be done, by looking and seeing how the work is progressing, by observing terrain, traffic hazards, possible conflicts with other operations, weather, etc., and by thinking and planning ahead, many, if not most, accidents can be eliminated. You should give importance to planning your operations.

5. The safety activities of Progressive Contracting Inc. are a team effort involving all employees and management. No one person has all of the answers. Therefore, if you should encounter problems or situations that you cannot solve or remedy, you should immediately, without hesitation, ask for help and advice from your supervisor. If he cannot help you directly, he can obtain the necessary help or information from other sources.

6. Obviously when an accident occurs, injured people must receive necessary medical care, further injuries or damages must be prevented, and all injuries or damages must be reported properly. It is your responsibility to see that this is done.

Arrangements will be made for medical care, accident reports, and repair of damages. Read Sections 10, 11, 12 of this manual for detailed information.

RESPONSIBILITY OF PROJECT MANAGER OR GENERAL SUPERINTENDENT

The project manager or general superintendent shall be responsible for all safety and accident prevention activities on the project and shall be answerable to his immediate supervisor for all such activities and for all accidents, injuries, damages, or losses that occur on or in connection with the project.

He shall:

1. Establish, within the general rules of his directive, an over-all safety program for his project that will effectively prevent injuries to employees or to public, damage to property, and damage, loss of abuse to equipment and tools.
2. Create, in addition to the basic rules of this directive, all rules, regulations, and procedures necessary to carry out an over-all safety program, and shall have these rules, regulations, and procedures distributed and made known to all employees on the project.
3. Make certain that all requirements of the owner and various legal jurisdictions are met and complied with.
4. Report all injuries, damages, or losses to the proper authority for investigations and arrange for statements, photographs, or preservation of evidence and facts as may be necessary.
5. Report, once each month to his supervisor, the accidents, injuries, damages or losses that have occurred on the project. The report shall include:
  - A. All injuries to employees requiring medical care.
  - B. All injuries involving lost time including causes of the lost time injury and corrective measures being taken.
  - C. All damages to property and equipment including cause and corrective measures.
  - D. Description of safety meetings held, subject discussed, safety inspections made, safety recommendations made and completed.
6. Consult and work with the company safety director to accomplish this program.

7. Meet collectively with his supervisory staff as often as necessary but not less than twice each month, to discuss accidents, injuries, damages or losses that have occurred and to determine new rules, procedures or corrective measures necessary to prevent similar occurrences in the future.

8. Do everything necessary to operate the project efficiently and in a safe manner keeping in mind that the requirements as set forth in this directive are minimum requirements only and that they should be exceeded at any time to insure that the project is free from injuries or damages.

The project manager or general superintendent may:

Appoint, from among project personnel, a project safety supervisor and delegate authority to make project safety inspections, assist with safety meetings, report and tabulate injuries and damages, keep necessary testing logs, and evaluate effectiveness of the program. However, the prime responsibility for the program will remain with the project manager or superintendent.

The following amplify the above-listed eight basic areas of project manager's responsibility:

1. You, as the top man on a particular project or job, have the total responsibility to complete your project without injuries or damages. The reasons are obvious. Damages that occur, to property of other or to the work, unnecessary abuse to our own equipment, costs the company profit dollars. Without a satisfactory profit, Progressive Contracting will cease to operate.

Injuries to people whether employees or the public, cannot be truly evaluated by dollar cost alone even though they are frequently very expensive. The most important factor is that we are morally and legally obligated to prevent injuries to people. We do not want on our conscience an injury that could have been prevented with some thought and effort on our part.

This manual is a minimum guide for the establishment of an effective safety program on your project. It allows considerable freedom to operate as you wish and enables your performance to be evaluated individualistically.

2. Two sets of safety rules apply to each crew on each project. These are:

- A. General rules that apply to everyone employed by the company at all times and all locations, are found in Section 9 of this manual.
- B. Operating rules that apply to a particular project or job and the various crews on that job

For example, rules should be drawn up on each project for your shop and mechanic crew, lube and fuel crews, equipment spreads by type, structure crews, finish and paving crews, drilling crews, traffic control, labor crews, etc. These rules should reflect the hazards to the particular crew on the project.

Have each of your foremen draw up the rules for his operations, then discuss them with him. Get help, if needed, from the Safety Director, owner representatives, insurance of State and Federal Safety Engineers, etc.

The operating rules are very important since they will largely determine the climate and attitude of people on the job towards safety. Considerable thought and effort should be given to them. Any rules or directive is meaningless unless you are willing to enforce it.

3. On every project, in every state, there are certain requirements that we are required, by law or by contract, to comply with. These are State and Federal safety laws or order, U.S. Bureau of Reclamation and U.S. Army Corps of Engineers Safety Manuals, U.S. Bureau of Mines Safety Orders, and specific rules and requirements of private owners. Adopt specific rules and regulations in your project safety operating rules. Non-compliance with applicable legal and contractual obligations can result in serious penalties and difficulty in settling claims. Make sure you have complied.

4. Whenever an injury, damage, or loss occurs, preparation of certain reports become necessary. When an employee is injured, no compensation or medical bills will be paid until an accident report is received by the Insurance company. When other people are injured or property of others damaged, the report is vital to both ourselves and the Insurance company for proper defence and settlement of any responsibility we may have. When damage occurs to our work or to our equipment, the report enables us to collect money for our loss,



or

if nothing is collectible to make sure that the cost is properly ended and accounted for in our records.

Further information on reporting is contained in Section 12. Please read carefully.

5. You are required to report each month to your Division Manager the accidents, injuries, damages or losses that have occurred on your project. The purposes of this report are to insure:

- A. That you, as the project manager, are aware of all losses that occur on your project.
- B. That you, as the project manager, are making a serious effort to operate your project without losses.
- C. That the Company President is aware of what is taking place and can evaluate your problems and performance.
- D. That your Project Manager provides the necessary advice and help.

6. The company Safety Director is a staff assistant reporting to the General Manager with a responsibility to provide over-all direction, control, impetus, and reasonable uniformity to the safety activities carried on by the company. He cannot do the job for you, or assume your direct responsibilities, but he can provide help, advice, information, and assistance to you. He will visit your project on a regular basis, and you should request his services when needed.

7. A staff meeting is an effective way to solve the problems of injuries, damages and losses that occur on your project. Several minds applied to a problem can usually be more effective than one. The meeting, however, must be controlled.

**You should:**

- A. Have knowledge of every injury, damage or loss that has occurred on your project since the last meeting.
  - B. Have each of your staff give all the facts on each injury, damage or loss that has occurred under his jurisdiction since the last meeting.
  - C. Have each explain the corrective action he has taken to prevent similar occurrences in the future.
  - D. Ask the other staff members for suggestions and ideas.
  - E. Resolve and agree on each recommendation or rule change made at the meeting. Avoid postponing decisions.
  - F. Review recommendations, rules, procedures, suggestions, etc., from the last meeting that are not being complied with.
  - G. Ask for suggestions or ideas on job safety that have not already been discussed.
  - H. Make known your observations and instructions on rules and accident prevention activities.
  - I. Keep the meeting brief and to the point. Don't permit general "bull" sessions.
8. You, as the project manager, are responsible for operating your project without injuries, damages or losses. This manual is a ~~minimum~~ basic guide to help you accomplish this and, as pointed out earlier, you have a great deal of freedom of operation within this manual. The important thing to keep in mind, in fact the whole reason for establishing this manual, is to prevent injuries, damage or loss as the result of our work. You should do whatever is reasonably necessary to reach that goal.

RESPONSIBILITY OF SAFETY DIRECTOR

The company Safety Director shall report to the General Manager.

He shall:

1. Consult with, coordinate, and assist management at all levels on the creation and operation of an effective injury and loss prevention program as it affects people, property or equipment.
2. Make and distribute quarterly to management, statistical and project covering frequency, severity, dollar loss and reserves, man hours worked, loss ratios, and comparison to previous years.
3. Establish procedures and controls for accurate, complete, and prompt reporting of accidents, claims, losses to the proper insurance carrier and cooperate with carriers for proper investigations and settlements.
4. Evaluate, and report quarterly to management safety; performance by project.
5. Perform any duties of a consultive, inspection, or service nature necessary to aid and assist a functional safety program.

## FIRST AID, MEDICAL AND HOSPITAL FACILITIES

In setting up any new project, thought must be given to what facilities are available in the immediate area for:

- A. First Aid:
  - 1. All pickups should be equipped with a 10 unit First Aid Kit.
  - 2. All offices, shops and/or tool trailers should have a 16 unit First Aid Kit.
  - 3. Supervisors should have completed current first aid training.
- B. Transportation of the Injured:
  - 1. Arrange ambulance service (look up in yellow pages). If there is nothing listed, check with local Police.
  - 2. Give them the location of the job, best way to get there, and any special instructions. If necessary, make trial run.
- C. Qualified Physicians:
  - 1. Visit doctor selected (the insurance carrier should provide list of recommended physicians).
    - a. Explain nature of job and what type of injuries may occur.
    - b. Tell them who carries our insurance, where to send their reports and bills.
    - c. Give them name of our Project Manager, the job telephone number, job location, and the best way to get there.
    - d. Get their recommendation on hospital and ambulance services.
    - e. Explain that we would like to maintain a close contact on cases so that we will know how serious an injury is, how the man is progressing, when he will be able to return to work.
- D. Hospitals:
  - 1. Call or visit hospital giving them job location, telephone number, who insurance carrier is and where to send their bills.

Post telephone number and location of doctors, hospitals, ambulance services, Police and Fire Departments, insurance adjusters, and home telephone of Project Manager at each job telephone location. Each foreman and superintendent should also be provided with this information.

If required by the contract or because of the remoteness of the job, other medical facilities are needed, consult the Safety Director.

# EMERGENCY NEWS PLANNING

Some thought and planning must be given to those events that occasionally occur and are considered News by radio, press, or television. What the news media is told and how they are treated can be of critical importance to this company.

The Project Manager should be prepared in advance to properly handle the release of details and particulars of any major event to the news media. The following is an outline to help accomplish this:

1. Receive the reporters, cameramen, etc., in a courteous manner whether in person or by phone.
2. Provide them with prompt, accurate details so long as it does not interfere with any of the activity accompanying a major event.
3. Do not, in the case of a fatality whether employee or otherwise, release the names of the deceased until the next of kin has been notified.
4. Do not, be pressured or rushed into snap judgements or statements concerning the event. Instead say that a thorough investigation will be made and when all facts are known a statement will be issued.
5. Do not by direct statement or by inference indicate blame, guilt, or involvement by any other person or firm.
6. Do not indicate by direct statement or inference that Progressive Contracting was negligent, guilty or wrong.
7. Do instruct all other employees to refer all questions or requests for statements, or information to the Project Manager.
8. Do consult immediately with your Project Manager about the event, and what will be said publicly about it.

The reasons for having these guidelines applicable to the new media (or any other persons asking questions or seeking information) is, of course, not because we are trying to hide anything or conceal facts or evidence, but because we first of all want to protect the privacy of employees families, or the privacy of other persons and firms, and secondly, because we want to preserve and protect all of the legal rights of our company and not violate our insurance contracts.

WHY AND WHERE TO REPORT INJURIES OR DAMAGES

1. Injuries to Progressive Contracting employees

- A. Why they must be reported - if the insurance carrier, whether it be a private company or a state fund, does not receive a written report signed by a responsible person, the doctor, and/or hospital bills will not be paid. In addition to this, the man will receive no compensation payment if he is disabled. If there is a delay in getting the report to the insurance company and they are late in making a payment to an injured employee who has been disabled, most of the states have a limit on the number of days that can elapse between an injury and the first payment and charge the insurance company.

As protection to ourselves, any actual or alleged injury to an employee must be reported on a proper claim form to our insurance carrier, or the state fund in monopolistic states, regardless of whether the man goes to the doctor or not. The form should be signed by the injured man's immediate supervisor so that we are sure that: (1) the man is our employee, and (2) that he was injured in the course of his employment. Each injury should also be investigated to find out why it happened and also to prevent it from happening again. If the foreman would use the supervisor's report of injury form all of these things can be taken care of on one piece of paper. Should there be any questions as to whether the accident happened on the job or not, it should be noted on the report.

- B. Where to report - where the reports are to be sent will vary from job to job. Specific instructions indicating names, addresses, and telephone numbers for reporting will be set up when each job starts. In case you have any questions, call the Safety Director in Las Vegas.

2. Damage to Progressive Contracting's Property and/or Equipment.

- A. Why they must be reported - Most insurance policies have a clause that voids coverage if a claim is not reported within a reasonable length of time. Reasonable length of time may be considered to be 48 hours or less after damage or loss occurs or becomes known. Noninsurable losses should be charged to a special account - the loss is not a job cost. Realistic assessment of our total losses requires complete and prompt reporting of all damage to our property and equipment, regardless of size or loss.

- B. Where to report - where the reports are to be sent will vary from job to job. Specific instructions indicating names, addresses, and telephone numbers for reporting will be set up when each job starts. In case you have any questions, call the Las Vegas Office.

3. Accidents Involving the Public:

- A. Why they must be reported - our insurance policy represent a legal contract between ourselves and our insurance carrier. Under the contract, among other things, we obligate ourselves to report promptly all facts concerning any accident or incident subject to the insurance protection coverage afforded us by the policy and to assist the insurance carrier in its investigation whenever requested. To properly fulfill our obligations, we must act promptly, submit accident reports, and maintain any records which enable the insurance carrier to determine our liability, if any, to the injured parties within the scope of our insurance policies.

It is possible that our insurance policy will not cover any and all claims filed against us and it is possible that any involved workmen, foreman, superintendent, etc., be named individually as liable for injuries or damages caused to the public. However, generally this does not occur and will occur less frequently if we follow the procedures established in this manual and specific procedures established for conditions of each project.

In the past, projects have paid small claims for damages which may have been caused by us without reporting it to the insurance company because "it was under the deductible and we would have had to pay for it anyway". This procedure is against our company policy of "reporting all claims" since under such conditions we have voided our contract, admitted our liability and may have ballooned Progressive Contracting into further settlement of the claim with its own lawyers and money. Follow specific procedures for such settlements.

- B. Where to report - where the reports are to be sent will vary from job to job. Specific instructions indicating names, addresses, and telephone numbers for reporting will be set up when each job starts. In case you have any questions call the Safety Director in Las Vegas.

## SAFETY MEETINGS

The two types of safety meetings - tool box and supervisory-are basic ingredients of the whole safety program. They are essential because they are first a primary means of communication between management and employees, and between different levels of management. Second, they are a means of utilizing the education, experience and knowledge of a group of people to solve problems for the common good. In this case, the prevention of injuries, damages or losses.

Such meetings can result in enormous benefits to all of us if they are well run, and specific guidelines followed.

A good safety meeting:

1. Is not a means for someone to give a lecture but is a way to communicate in both directions.
2. Is not to be dominated by one person, but is to be participated in by everyone.
3. Is not a "bull" sessions, but is a discussion.
4. Is not lengthy, but is long enough to get the job done in a businesslike manner.
5. Is not a waste of time, but can be highly productive if run right.
6. Is important.

The technique in running a good meeting can generally be summarized as follows:

1. Be prepared. Make notes beforehand about the subjects or items you want to discuss. Decide what you want to accomplish in the meeting. Decide in what order you want the meeting to progress.

Be familiar with the subjects you wish to discuss and don't get caught by surprise. Allot a certain time and length of time for the meeting and try to keep within the allotted time.

2. Don't lecture. No one likes to hear some one person talk for the whole meeting. The idea is to present the problem, ask the others for their ideas, give your ideas, then decide on and summarize the solutions.
3. Stick to business. The meeting is concerned with job safety first and foremost, and secondly to other matters of importance to the job. Don't let the discussion wander onto unrelated subjects.
4. Control the meeting. Everyone should participate, but as briefly as possible. Time "hogs" must be controlled.



5. Be the boss. While you should ask for, and consider the ideas and suggestions of the group, the meeting is not to be construed as management by the group. You are the boss and in the final analysis, you are to make the decisions.
6. Be courteous. Don't discipline or embarrass anyone in public. Individual discipline is a private matter, and must be conducted in private. Be courteous and respectful, not rude. Don't unfairly criticize.

When a safety meeting is held it must include everyone in the group. In the case of tool box meetings held by the foremen, all of their crew must be present. In the case of the supervisory meetings, all supervisors must be present.

The discussion must be centered around job safety and matters of importance to the job.

Subjects that can be discussed are:

1. General or operating safety rules and their violations.
2. Hazardous job situations your employees are working under or will encounter.
3. Care maintenance and use of equipment and facilities.
4. Use of personal protective equipment.
5. Fire protection and prevention.
6. Previous injuries or damages.
7. Near misses.
8. Future plans.
9. Sanitation.
10. Drinking water.
11. Clothing.
12. Employee habits and short cuts.
13. Housekeeping.
14. Safety laws.

Other subject and materials for use in the meetings will be provided by the company Safety Director.

The meetings must be recorded on a form, and copies submitted to your Project Manager and the company Safety Director.

### QUALIFICATION OF EMPLOYEES

An effort must be made to select the best qualified employees for the jobs available. We cannot allow people to remain employed when they may constitute a danger to themselves or other employees or when they may abuse or damage extensive equipment and tools.

Some of the things to find out about prospective employees before hire are:

1. Does he have adequate eye sight, and can he hear, speak, read and write?
2. Is he physically handicapped in any way?
3. Does he have full and free use of his fingers, hands, arms, and legs?
4. Has he had any previous work connected injuries? If so, what were the circumstances.
5. Does he have heart trouble, epilepsy, fainting or dizzy spells?
6. If an equipment operator, has he ever been involved in a serious equipment accident? If so, what were the circumstances.
7. Is he experienced in his job? Has he ever operated the particular piece of equipment that you want him to operate? If so, under what circumstances? (For example, some men are unable or unwilling to operate dozers on high or steep work but may be excellent operators on other work).
8. Does he want to work?
9. If he does not meet reasonable qualifications for hire or if he fails to satisfactorily perform his job after hire, particularly from a safety standpoint, tell your superintendent that you want a replacement and give him the reasons why.

## TRAFFIC CONTROL

Control of traffic on or through our jobs is of great importance to us in two areas. These are:

1. Public traffic.
2. Project traffic.

1. Public traffic is the major problem since we are dealing with unknown drivers, of unknown competence, who are unfamiliar with construction, and who are confronted with ever changing traffic conditions on the project. You have a duty to protect the motorist from injury or damage to his vehicle as well as a duty; to protect the company from claims and interruptions created by accidents within the construction area.

Frequently the standard specifications of the owner or specific parts of the contract will set forth the traffic control methods and standards to be used. That is all well and good, but should an accident cause injury or damage to the public, we cannot necessarily rely on these standards as a defense against a lawsuit.

The law generally imposes upon the contractor himself, the legal duty to do whatever is reasonably necessary to prevent injury or damage to the public. Often, whatever is considered reasonable and necessary by the Courts will exceed what is required by the standard specifications and the contract itself.

Considerable thought and planning must be given to the protection and movement of public traffic through our work. Obviously, the standard specifications and contract requirements must be met. Don't be satisfied with just that. Perhaps additional signing is necessary because of hills, curves, or multilanes, perhaps sign illumination or intersection lighting is necessary, perhaps additional flagmen or diversion control, or perhaps semaphores are needed.

For help and advice there should be no hesitation in requesting the services of Owners Representatives, State or Federal Traffic Engineers, Insurance Safety Engineers, or the company Safety Director. A good source of additional information is "The Manual on Uniform traffic Control Devices Part V traffic controls for Highway Construction and Maintenance Operations".

2. Project traffic is an easier problem to control. The purpose of project traffic control is to move production, equipment at maximum speed with minimum wear, tear, and exposure to collision or upset. To do this the haul roads must be:

- A. Designed for the most favorable combination of grade and distance.

- B. Wide enough for safe passing for the largest equipment using it.
- C. As free as possible from rocks, dips, bumps or soft spots.
- D. Moist enough to control dust.
- E. Dry enough to provide necessary traction and braking.

A definite traffic pattern must be established for all units using the haul road and the pattern explained in detail to all persons who may use the road. In addition, the haul roads must be posted with control signs to direct or restrict traffic patterns even if so-called "normal" right hand patterns are used. Preferably the haul roads should be on way patterns. Preferably the use of haul roads would be prohibited to visitors, salesmen, public, etc. Don't forget to notify owners representatives, or State or Federal people about traffic patterns or restrictions.

Parking should be in designated areas only and not allowed on the haul roads.

Flagmen should be carefully selected and qualified on the basis of intelligence, alertness, experience, and training. Nothing can be so costly to us as a dull, unattentive flagmen who does not understand what he is trying to do. The whole program should be explained to them including the reasons for having a flagperson, what traffic has precedence, who and what is the controlling flagman, what the proper dress and equipment is, the technique of controlling the public (hand signals, gestures, etc.), erection and placement of temporary signs, and all the other details that go into a good flag control program.

EQUIPMENT - MAINTENANCE, SERVICE AND OPERATION SAFETY

1. Repair and maintenance safety:

- A. Mechanics' vehicles should be parked in a manner which will not interfere with the other construction operations.
- B. Equipment should be shut down if possible before repairs are attempted. This includes grounding of buckets and blades and shutting off all motors.
- C. Use adequate blocking.
- D. Proper tools must be employed.
- E. If a man must work in a hidden location, lockouts or guards to prevent accidental starting must be utilized.
- F. Work only on the type of installation you are familiar with. For example, don't work on electrical installation or high power circuits unless qualified to do so.
- G. Men should wear eye protection when welding, grinding or chipping.
- H. When work is finished, all guards are to be reinstalled, spillage cleaned up and tools inspected.

2. Fueling and lubrication safety:

- A. Fuels and grease trucks must be kept clean at all times.
- B. A type "C" fire extinguisher will be provided on each fuel truck.
- C. Each refueling truck should be marked on each side and the rear with the words "Flammable -- No smoking".
- D. Motor of vehicle being refueled will be shut off.
- E. The nozzle must make contact with the filler cap.
- F. Smoking while fueling is prohibited.
- G. The service truck driver or attendant must remain in the immediate vicinity and be able to see the refueling operation.
- H. Equipment being lubricated will be shut down or adequate lubrication extension fittings will be installed beforehand.
- I. No loose clothing will be worn.

3. Equipment operation safety:

A. Fixed equipment - crushers, asphalt plants, belt loaders, etc.:

1. All equipment shall be guarded to prevent injury to operating personnel - V-belts, gears, shafts, etc.
2. Steps and handrails will be provided.
3. Adequate lighting shall be installed.
4. Procedures must be established to make sure everyone is clear before starting.

B. Mobile equipment - Cats, scrapers, front end loaders, trucks, etc.:

1. Equipment should be warmed up and proper air and hydraulic pressures indicated before moving.
2. Clutches, brakes, and gearshifts must be operable.
3. Headlights, tail lights and warning devices should be checked before moving. Windshield must be clean at all times. Interior of cabs to be clean at all times and no loose bottles, cans, etc., allowed.
4. Steps and handholds must be installed and kept in good repair.
5. Safety equipment will be used - seat belts, etc.
6. Operators must comply with traffic patterns and the speed limits established. Equipment will be operated at a safe speed for the conditions and a safe distance between units - no tailgating.
7. Haul roads will be maintained in good repair.
8. Operators should not jump off equipment - step off.
9. Proper procedures will be employed to allow equipment to cool down before turning off.
10. Establish reporting procedure and daily maintenance correction of reported mechanical complaints.

## SAFETY SERVICES

A multitude of safety services are available to project management, and utilization will assist in attaining a loss free job. The services will generally consist of inspections, consultations, advice, materials, and staff assistance.

The services originate from the following sources:

1. Company Safety Director
2. Insurance Company
3. State Safety Representatives
4. Federal Safety Representatives
5. Owners Representatives
6. Consultants

1. The Company Safety Director is a General Office staff employee reporting to the PCI President or Project Manager. He/she is available to assist in the safety program as enumerated elsewhere in this manual. He/she will initiate regular safety services for each operation and will follow up on a regular basis. Should any level of management feel that additional, more frequent or improved services are necessary, they should be requested through this source.

2. Progressive Contracting Inc. has purchased insurance from various insurance companies to protect a variety of legal and financial obligations. This policy is a wherein both ourselves and the insurance company have certain rights and obligations.

The insurance company is obligated to provide service and assistance to us in the areas of safety, health, audit and claims. To fulfill these obligations, the insurance company has the right to visit our operations, we are obligated to assist and cooperate with their personnel.

Whenever a representative of our insurance company visits our operators they are, upon proper identification, to be treated with courtesy and respect, allowed to observe and inspect our operations, furnish answers to their reasonable questions, given reasonable information they may require, allowed, for claims investigations, to take photographs, obtain statements, and given detailed answers and information, and generally to be cooperated with in a friendly manner.

Remember, they are working for us and are a principal source of help in our program.

3&4 There are certain legal safety requirements imposed upon each of our jobs or projects. These are State and Federal Safety orders and laws. The representative who visit our operations are, in effect, law enforcement personnel who make sure the laws are obeyed. It is mandatory that we cooperate with these representatives. We should listen to their requirements and comply

with their requests whenever reasonably possible.

They are somewhat obligated to assist us in safety, and they can be source of assistance and information. Do not hesitate to utilize under proper conditions.

5. We are obligated, to the owners of our work, to comply with their safety requirements. Some owners such as the U.S. Bureau of Reclamation and the U.S. Corps of Engineers have extensive safety manuals with rules and regulations we must obey. Other owners are not as demanding even though some, such as the State Highway Department, have safety manuals and mandatory safety regulations. Here again the owners can be a source of help in our safety program. For example, traffic control, posting speed limits, use of additional flagmen, etc.

6. Consultants will be utilized in those areas of safety where specialized services or information is necessary and where we cannot otherwise solve our problems. Arrangements for consultants must be made through and with the knowledge of the company Safety Director and Project Manager.



## Section 16

### HAZARD COMMUNICATION PROGRAM

#### GENERAL

The following written hazard communications program has been established for Progressive Contracting, Inc.. This listing of hazardous chemicals, and material safety data sheets (MSDS), will be available at Job Site for review by all employees.

#### POLICY

Education and training will be provided for all employees who may be or potentially may be exposed to hazardous chemicals in the work place. The training will be conducted prior to first exposure to the chemical (during on-the-job orientation and training) and whenever a new hazardous chemical is introduced into the work place. All employees will be informed of the location of the written hazard communication program, chemical listing and MATERIAL SAFETY DATA SHEETS (MSDSs).

#### CONTAINER LABELING

The Safety Director will assure that all containers received for and used by this company are clearly labeled as to the contents and the appropriate hazard warnings. No containers will be released for use until the above data is verified.

Existing labels on incoming containers or hazardous chemicals will not be removed or defaced, unless the container is immediately marked with the required information.

DOT shipping labels on labels on containers will not be removed until all residue has been removed from the container.

All employees who transfer hazardous chemicals into portable containers (such as bottles, spray bottles, parts cleaning cans, etc.) will ensure the containers are appropriately labeled and the contents identified.

#### LIST OF HAZARDOUS CHEMICALS

A list which identifies current hazardous chemicals present in the work place will be maintained, updated, and periodically reviewed. The list is cross-referenced to the MSDS. It is kept with this program and MSDSs, and serves as an index to aid employees in identifying and locating necessary information.

## MATERIAL SAFETY DATA SHEETS

It is the responsibility of the SAFETY DIRECTOR to obtain necessary MSDSs for hazardous material so a comprehensive MSDS file can be maintained. MSDS will be maintained in current status.

Copies of the MSDSs for all hazardous chemicals to which employees may be exposed will be kept at job site and will be readily available for review to all employees during each workshift.

Subcontractors working on the job site are required to bring copies of all MSDSs for hazardous material they are bringing on the job site to the employer's office so the information is accessible to all employees. It is preferable to have each subcontractor bring their hazardous communication program and MSDSs in a binder labeled with the contractor's name and identified as hazardous material information. Upon leaving the job site and the removal of all hazardous materials, they may take their information with them.

A recommendation is for employees to take a copy of the applicable MSDSs to the medical facility if emergency treatment is necessary due to exposure.

## INFORMATION AND TRAINING

Employees will be provided with information on required training; any operations in their work area where hazardous chemicals are present; and the location of the written hazard communications information, chemical listing, and material safety data sheets.

Training may be either in the classroom or on-the-job, and presented prior to first exposure to the hazardous material. Information and training may be designed to cover categories of hazards (flammability) or specific chemicals. Chemicals-specific information must always be available through labels and MSDSs. Attendance should be documented.

### EMPLOYEE TRAINING WILL INCLUDE AT LEAST THE FOLLOWING:

- \* Methods and observations that are in place or may be used to detect the presence or release of a hazardous chemical in the work area;
- \* The physical and health hazards of the chemicals in the work area;
- \* The measures employees can take to protect themselves from the hazards, such as in place work practices, emergency procedures, and personal protective equipment to be used.
- \* Details of the hazard communication program, including the labeling system.
- \* Materials safety data sheets, and how employees can obtain and use the appropriate hazard information.

- \* If an employee is instructed to use a hazardous material for which he/she has not been trained, it will be their responsibility to inform the employer prior to handling such material, so proper training can be given.

#### NON-ROUTINE HAZARDOUS TASKS

Since many tasks are not done on a routine basis (for example, boiler clean out or replacing hazardous chemical piping), they will be handled through specific pre-task actions and training. Before performing non-routine tasks, the supervisor in charge will receive applicable MSS; instruct employees in the associated hazards and recommend first aid treatment; and assure all essential personal protective and emergency equipment is available and operational. He/she will notify all other employees working in this area that non-routine tasks are scheduled or being performed.

#### SUB-CONTRACTORS AND OTHER EMPLOYEES

Any contractors working in the company's facilities or job site will be informed of the written hazardous material program and where to locate MSDSs. It will be the responsibility of that employer to properly train his employees in the avoidance or emergency procedures for these materials.

SUBCONTRACTORS' SAFETY PLAN

Employers on a construction project are responsible for the health and safety of their workers as required by all applicable acts and regulations. As a subcontractor, you are obligated to comply with all laws, regulations and codes concerning safety as shall be applicable to the work, the safety standards established during the progress of the work, and to conduct all your operations in keeping with Progressive Contracting, Inc.'s Safety Plan and Hazardous Communications Program.

An effective accident prevention program is to our mutual benefit, through improved employee and public relations, and through increased efficiency and production. Further, no accident prevention activity can be truly effective without the sincere cooperation of each subcontractor performing work on the site. Your attention is directed specifically to the following general safety rules:

GENERAL ACCIDENT PREVENTION RULES

1. The Subcontractor shall actively promote safe working performance on the part of their employees. Subcontractor Site Supervisors shall participate in such activities as safety meeting, safety inspections, and safety incentive programs. It is expected that each Subcontractor will also conduct their own safety programs as best suited to their particular needs.
2. Each Subcontractor shall hold safety meetings with their workers at least once a week. Minutes of these meetings shall be forwarded to the PCI Project Superintendent in the form of the Safety Meeting Record Book.
3. An effective system of indoctrination and education of new employees to PCI projects is expected of each Subcontractor. Subcontractors shall inform their employees of all safety rules and safety procedures before the employee begins work on a PCI site. A Suggested system such as a review of local regulation, or PCI's Employee Safety Handbook should be used as a guide.
4. Each Subcontractor is unconditionally required to make all employees working on a PCI site aware of PCI's Hazardous Communications Program. In addition, each Subcontractor is required to furnish PCI with Material Safety Data Sheets for any hazardous materials brought onto the jobsite.
5. Subcontractors shall inform their employees of the location and use of emergency equipment.
6. Subcontractors shall inform their employees of existing project procedures for First Aid and ambulance calls.

7. Subcontractors shall use their own regular system of inspection to detect and correct hazardous conditions, safety rule violations and unsafe working practices in their own areas of work. The PCI Inspection Team may be utilized with prior arrangement with the Project Superintendent.

8. Good housekeeping and orderliness is a basic requirement for all jobs and must be maintained at all times. Special attention must be given to maintain clear walkways, removal of trash, removal of slipping and tripping hazards, and proper storage of materials. Temporary material storage accesses must be requested and cleared through the Superintendent and kept neat at all times.

9. The Subcontractor Site Supervisor or his representative shall give his current address and telephone number to the Project Superintendent so that he may be contacted after hours in case of emergency involving hazard, loss or damage of the Subcontractor's job or equipment.

10. The Subcontractor shall ensure that all employees are equipped with all personal protective equipment as required by local laws, regulations and codes, or by the PCI Safety Plan.

#### MANDATORY SAFETY AND HEALTH RULES

The following safety and health rules are a partial list of general regulations that shall apply to all employees on any PCI job. Any employee who carelessly or callously disregards these rules or other applicable safety and health regulations shall be subject to disciplinary action which may include discharge for a PCI employee, or a Stop Work Order for the subcontractor for whom he works.

1. All injuries, no matter how slight, must be reported to a supervisor immediately. In case of life treating injury, PCI first aid facilities are available. All other cases must be treated by the subcontractor.

2. The use or possession of intoxicants or drugs on the jobsite is prohibited.

3. Hard hats must be worn at all times on any PCI project. Other personal protective equipment, such as eye, hearing and respiratory protection, must be furnished by the Subcontractor and used as required.

4. Employees must wear full clothing at all times. This includes a minimum of short-sleeve shirt, full trousers, and approved footwear.

5. Tied-off safety belts must be worn when working from elevated places where no safe working platform may be provided, or whenever there is a danger of falling.

6. Employees are forbidden to ride on loads, fenders, running boards, sideboards, tailgates or with legs or feet hanging over the sides of tailgates or trucks. Drivers must not start trucks until all riders comply with these rules and are properly seated.
7. Employees are forbidden to ride on any mobile equipment where no proper seating is provided, or where prohibited by regulation.
8. Backup alarms must be installed and operational on all equipment.
9. Employees are forbidden to ride on any load being hoisted or on a hook.
10. Compressed air must not be used to dust off hair, hands or clothing, or blown at another person.
11. Fighting, gambling, horseplay and other misconduct are not permitted, nor shall threatening another employee be tolerated. Running is permitted in critical situations only, when time is a critical factor in the reducing of further possible damage, or minimizing the effect of a personal injury to a fellow employee.
12. Smoking is strictly prohibited near any fuel storage area, or any other portion of the jobsite posted as a No Smoking Area.
13. Employees must use the sanitary facilities provided on the jobsite. Defacing or damaging these facilities, or failure to use the proper facilities, is forbidden.
14. When drinking water and containers are provided at the jobsite by the Subcontractor, the water containers must not be used as a cooler for food or other foreign matter. Individual, disposable drinking cups must be provided.

Should a Subcontractor fail to fulfill their obligations in relation to safety matters on the jobsite, reference shall be made to the Subcontractors" Safety Plan -- both verbally and in writing if need be, in order that the situation be rectified.

It is understood and agreed to that in accepting and signing a subcontract for work to be performed on any PCI jobsite, the Subcontractor agrees to:

(A) comply fully with all laws, orders, citations, rules, regulations, standards and statutes with respect to occupational health and safety, accident prevention, safety equipment and practices prescribed by Owner, Contractor, Federal, State, County, City and any other agency or body having jurisdiction or cognizance over the work being performed.: And

(B) Indemnify, defend and save harmless contractor, its officers, agents and employees from claims, penalties, damages, liability, loss, costs, and expenses, including attorney fees, arising from any alleged violation or infraction of the foregoing by Subcontractor, its agents, employees or third parties.

Subcontractor \_\_\_\_\_

BY: \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

PROGRESSIVE CONTRACTING, INC.  
SAFETY OVERVIEW-ORIENTATION

An effective accident prevention program is our mutual benefit, through improved employee and public relations, and through increased efficiency and production. Further, no accident prevention activity can be truly effective without the sincere cooperation of each employee performing work on the site. Your attention is directed specifically to the following general safety rules:

1. Safe working performance on the part of the employees must be promoted. Site Supervisors and employees shall participate in such activities as safety meetings, safety inspections, and safety incentive programs. Each Contractor and its Subcontractors shall at a minimum conduct a weekly Tool Box safety meeting with all employees - to be documented with a copy given to the controlling general contractor Progressive Contracting, Incorporated (PCI) following each meeting.
2. Each Contractor and its Subcontractors are unconditionally required to make all of their employees working on this site aware of their Hazard Communications program. A copy of all Contractor and their Subcontractors' Hazard Communications programs and applicable MSDS shall be provided to PCI upon or prior to materials being brought onto the site.
3. Supervisors shall inform their employees of the location and use of emergency equipment and make sure that said equipment is easily accessed at all times. All employees shall be informed of project procedures for First Aid and ambulance calls.
4. Good housekeeping and orderliness is a basic requirement for all jobs and must be maintained at all times. Special attention shall be given to maintain clear walkways, removal of trash, removal of slipping and tripping hazards, and proper storage of materials. Temporary material storage accesses must be requested and cleared through the Superintendent and kept neat at all times.
5. Supervisors shall ensure that all employees are equipped with all personal protective equipment as required by local laws, regulations and codes, and by PCI safety regulations.

**MANDATORY SAFETY AND HEALTH RULES**

The following safety and health rules are a partial list of the Progressive Contracting, Inc's Safety and Health Manual. These rules shall apply to all employees at any PCI site. Any employees who carelessly or callously disregards these rules or other applicable safety and health regulations shall be subject to disciplinary action which may include discharge.

1<sup>st</sup> offense of any rule will result in immediate correction of offense and a verbal warning, to be documented. 2<sup>nd</sup> offense of any rule will result in immediate removal from job site for that day, to be documented. 3<sup>rd</sup> offense of any rule will result in removal from the job site and could result in discharge. Disposition to be documented.

1. All injuries, no matter how slight, must be reported to a supervisor immediately. First aid facilities shall be maintained by the supervisor.
2. The use or possession of firearms on the job site is prohibited.
3. Each Contractor and its Subcontractors shall adhere to a 100% drug/alcohol free work zone. At a minimum a pre-employment and post -accident testing is required.
4. All employees (Contractors, Subcontractors, Engineers, etc., etc.) Working on the job shall have the proper Personal protective Equipment for the job task they are performing. At the minimum a hard hat, safety glasses, safety vest, long pants, shirt with minimal 4-inch sleeve and work boots.



5. All employees (Contractors, Subcontractors, Engineers, etc.) shall have the proper training for the job task they are performing (hazard communications, confined space, fall protection, powder actuated tools, traffic control, equipment operating, etc).
6. Each Contractor and its Subcontractors shall assure that all applicable forms (confined space permit, hot work permit, lock out/tag out, critical list checklist, JSA, excavation permit, etc.) are provided at work locations where required by OSHA/MSHA.
7. Each Contractor and its Subcontractors shall assure that a qualified Competent Person is provided at work locations where required by OSHA/MSHA.
8. Tied-off safety harnesses must be worn when working from elevated places where no safe working platform may be provided, or whenever there is a danger of falling.
9. Employees are forbidden to ride on load s, fenders, running boards, sideboards, tailgates, or with legs or feet hanging over the sides of tailgates or trucks. Drivers must not start trucks until all riders comply with these rules and are properly seated.
10. Employees are forbidden on any mobile equipment where no proper seating is provided, or where prohibited by regulation.
11. Backup alarms, seatbelts, horns, signaling devices, audible pre-movement devices, lights and fire extinguishers (as required) must be installed and operational on all equipment.
12. Employees are forbidden to ride on any load being hoisted or on a hood.
13. Compressed air must not be used to dust off hair, hands or clothing, or blown at another person.
14. Fighting, gambling, horseplay and other misconduct are not permitted, nor shall threatening another employee be tolerated. Running is permitted in critical situations only, when time is a critical factor in the reducing of further possible damage, or minimizing the effect of a personal injury to a fellow employee.
15. Smoking is strictly prohibited within 50 feet of any fuel storage area, while operating any piece of equipment, or portion of the job site posed as a Non Smoking Area.
16. Employees must use the sanitary facilities provided on the job site. Defacing or damaging these facilities, or failure to use the proper facilities is forbidden.
17. When drinking water and containers are available on the job site; the water containers must not be used as a cooler for food or other foreign matter. Individual, disposable drinking cups must be provided.
18. I am aware of the possibility of hazardous materials or products and hazardous tasks (confined space entry, exposure to falls, use of powder actuated tools, traffic exposures, equipment operating, etc) on this site. Should I be instructed to use such materials or perform such tasks and I have no experience or training with such , I will so notify my supervisor prior to engaging in these tasks.

I fully understand the above policy and will abide by the rules and regulations set forth in the above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date